



Volunteer Leader Project Planning



**HOW-TO MAKE YOUR VOLUNTEER
PROJECT FUN AND PRODUCTIVE!**

PROJECT PLANNING WORKSHEET



- **I. PROJECT DATE and LOCATION (pg 1)**
- Project Site:
- Date:
- Address:
- Time:

PROJECT PLANNING WORKSHEET



- **II. CONTACTS (pg 1)**
- **Recipient Community Organization or School**
- **Partner Organization**
- **Volunteer Leader (volunteer manager)**
- **Task Leaders (lead small groups) (pg 2)**

Name

Phone

Alternate Phone

E-mail

PROJECT PLANNING WORKSHEET



• III. DETAILS/LOGISTICS (pg 3)

- 1. Briefly describe the project – *what will volunteers accomplish with this project and who will it benefit?*
- 2. List the project(s) that have been identified at the site. How many volunteers are needed? What is the minimum age?
- **Project** **# of Volunteers** **Minimum Age**
- 3. What kind of skills/abilities must volunteers have to perform proposed tasks? *Will they need to lift anything heavy or tolerate heat or cold? Can someone with a disability do these tasks?*

PROJECT PLANNING WORKSHEET



- **III. DETAILS/LOGISTICS - continued (pg 3 &4)**
- 4. How will volunteers pre-register? *Website, E-mail, Phone?*
- 5. Whom should volunteers contact with questions before the event?
Contact – Name, Phone, Alternate Phone, E-mail
- 6. Have you investigated driving and/or public transit directions to the project site?
- 7. How will you communicate driving directions to your volunteers?
- 8. What time(s) should volunteers expect to arrive and depart? *Are there shifts with arrival and departure times? What are they?*
- 9. Where should volunteers park?
- 10. What should volunteers bring and/or wear? *Sunscreen? Closed-toe shoes?*

PROJECT PLANNING WORKSHEET



- **III. DETAILS/LOGISTICS - continued (pg 5 & 6)**

- 11. Are supplies needed for the project? (Include food and beverages.) If yes, what is needed? *Water? Paint? Tools? Art Supplies? Snacks?*

- 12. Who will purchase/acquire supplies?

- 13. Is prep work needed prior to the day of service project? (*Site visit, put signage up, copying sign in sheets/evaluations, contact media, etc?*) If yes, what is needed and who will do it?

- 14. Does the project site have restroom facilities? If no, describe alternative:

- 15. Is the project site accessible for persons with disabilities?

PROJECT PLANNING WORKSHEET



- **IV. CONTINGENCY PLANS (pg 7)**
- 1. How can this project (or parts of the project) proceed in the event of inclement weather? *If not, do you have an alternative date?*
- 2. Are other events or projects occurring on-site that day? If yes, what impact will those activities have on this project?
- 3. What is the plan if you have a shortage of volunteers on the day of the project? *Idea: Scale back your project so that at least some aspects of the project will get completed.*
- 4. What is the plan if more volunteers show up than expected? *Idea: Have a few other small projects in mind to keep all of your volunteers engaged.*

PROJECT PLANNING WORKSHEET



- **V. SAFETY (pg 8)**

- **Emergency Contact**

Name, Phone, Alternate Phone, E-mail

- 1. Briefly describe safety/emergency plan: *(Do you have a first aid kit? Do you have the locations of the nearest hospital, police & fire departments? Who is assigned to be on alert in case of an emergency? Will there be anyone qualified to administer first aid?)*

OTHER IMPORTANT PROJECT FORMS



- **PROJECT DAY CHECKLIST**
- **VOLUNTEER SIGN IN SHEET**
- **SERVICE PROJECT EVALUATION**



Volunteer Leader Project Planning



Krista Estes, Volunteer Generation Officer

Volunteer Mississippi

3825 Ridgewood Rd, Ste 601,

Jackson, MS 39211

(601) 432-6306 ~ krista@volunteermississippi.org

www.volunteermississippi.org